

Performance & Development Solutions (PDS) e-learning Registration Form

(PLEASE PRINT)

Instructions

- 1) Fill out the following enrollment form and submit.
- 2) A Username and Password and directions will be issued to you by email.
- 3) Access to online courses and much more for SkillSoft IT users will be, at anytime, anywhere, 24 hours a day, 7 days a week!

***NOTE:** SkillSoft IT users will be on the honor system and will keep their unique username and password private and not give it out to others.

User Information

Name (printed): _____ SS #: _____

Email: _____ Phone: _____

Department Name: _____ Division Name: _____

Information Technology Path (All online classes) Access Length (Please check one)

Technical Online Courses

- ☐ 1,500 courses for 4 months (\$179.00)
- ☐ 1,500 courses for 2 months (\$99.00)
- ☐ 1 single course for 1 month (\$35.00)

Interpersonal Skills Online Courses

- ☐ 10 courses for 4 months (\$179.00)
- ☐ 5 courses for 4 months (\$99.00)
- ☐ 1 single course for 1 month (\$35.00)

Please list single courses below

1. _____
2. _____
3. _____
4. _____
5. _____

Signatures

User Signature: _____ Date: _____

Authorized Signature: _____ Date: _____

Training Liaison Signature: _____ Date: _____

Submit (by Mail) to: Leslie Davenport
Performance & Development Solutions
DAS-Human Resources Enterprise
Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319

OR Submit (by Fax) to: Performance &
Development Solutions (PDS)
(515)-242-5152

For PDS Use Only:

Date Activated _____

Completion Date By _____

Report Sent _____

Date Deactivated _____